TO: **2002 Enroute Workgroup**
FROM: **Michael Ogles**
SUBJECT: **Minutes of Initial Meeting – ATA Headquarters**
DATE: **August 21, 2001**

Attendee List:

Bill Leber
Mark Libby
Bill Cranor
Tony Henry
Michael Ogles
Jack Kies
Lorne Cass

This was the initial meeting of the workgroup. The group met with Jack and Lorne to establish the goal and duties of the workgroup. Riley Shamburger was unable to attend the meeting and Bill Cranor sat in for him.

Jack Kies and Lorne Cass gave the following charges to the workgroup.

- The goal is to hunt down the technology, procedures, processes, or combination of those to allow the NAS to operate more efficiently in 2002 than in 2001.
- Among the
- There are no fences. The workgroup must think outside the box to find solutions that may involve components of several current products used in new ways. Leave no stone unturned.
- Develop a game plan – even if the result is that an exhaustive search turns up that 2002 is will not have any significant additional tools from 2001. How can what we have be used better in 2002?
- Resources are not an issue. The group's charge is to identify what resources are needed to get the job done and Jack/Lorne will ensure that we have them.
- This task will probably require 2-3 days a week until finished.
- There are no sacred cows when looking at resolution (such as first come – first served) need to look at incentive-based system approach.
- The last thing we want to do is hand off the tool/procedures/process on March 31, 2002 and not have done our training and other groundwork items to make it work.
    - Items to remember
        - Training
        - Procedures changes necessary
        - Handbook changes
- April 1st is not the end of the world. Some items may have to be brought in as the season progresses.
- Report back to Jack/Lorne every two weeks so that S2K can be briefed.
- Stay away from branding (CRCT, FSM, etc.). Concentrate on functions and capability.
- We have to have common situational awareness no matter what we do!
- The workgroup should, to the extent possible, make visits as a group, not individuals.

Once Jack and Lorne excused themselves, the workgroup set about to establish some guidelines, travel dates, and an initial timeline.

1) <u>Resources</u>. Groups to check for possible resources.
   a) CR / CDM
   b) MITRE
   c) METRON
   d) AUA-200
   e) AUA-700
   f) NASA
   g) MILITARY
   h) TECH CENTER
   i) ATT-240
   j) VOLPE
   k) DISPATCHERS/AIRLINES
   l) BOEING

2) <u>Workload Concept</u>. We decided to try to stay with a Tuesday-Wednesday or Tuesday-Wednesday-Thursday travel plan. This will allow for all to stay plugged into the operation as much as possible and still get accomplished what is needed.

   a) The following travel dates, resource to evaluate, and coordinator were established.

Travel Dates	Location	Resource Provider	Coordinator
August 28-30, 2001	Baltimore	East Coast Aviation Forum	All-will participate in the forum and meet in PM
September 4-6, 2001	Seattle	Boeing	Leber
September 11-13, 2001	ATCSCC/DC Metro Area	MITRE, METRON, AUA-200, AUA-700, ATT-240/VOLPE	Leber Libby Leber Libby
September 24-27, 2001	DC metro area	CR Workshop	Cranor/Libby
October 2-4, 2001	California	NASA	Leber / Shamburger
October 14-18, 2001	ATCSCC	Severe Weather redesign	Libby
TBD	New Jersey	Tech Center	Ogles
October 23-25, 2001	**TBD**	Meet to write initial report on resources	All -

   b) The group needs to come up with a cohesive problem statement. It was decided to start with the problem statement written for the Enroute Management Tool Concept and go from there.

c) The initial time line agreed to was to have the milestones of April 1, July 1, October 1, and April 1, 2003. These dates will be share with all possible resource providers and they will be tasked to advise what they can feasibly deliver and when. Additional milestones for the timeline will be determined during the week of October 23, 2001.

d) It was also decided that all possible resource provider would have the requirement to provide electronic as well as hard copy presentations for each individual in the workgroup. This is to be coordinated by the individual responsible for each resource visit.

e) Once the October 23-25 meeting is finished, the group will give an initial report to Jack/Lorne.

3) Contact Information. The contact information for the group is listed below. It was decided that we should on send to work e-mail addresses for this project.

NAME	WORK PHONE	CELL PHONE	E-MAIL
Bill Leber	612-727-0293	612-387-4858	william.leber@nwa.com
Mark Libby	703-925-3149 Office 703-904-4525 NOM desk at ATCSCC	703-401-3189	mark.libby@faa.gov
Riley Shamburger	404-766-1400 X294	404-583-8690	riley.shamburger@delta.com
Michael Ogles	770-210-7974	678-362-9970	mike.ogles@faa.gov
Bill Cranor	540-972-7372	703-362-9634	williamcranor@msn.com

4) Administrative support will be necessary to be successful. This is one of the resource items that will be returned to Jack/Lorne for support.

5) The group will meet next in Baltimore August 28-30, 2001 and will work with Bill Cranor to develop the CR workshop agenda.